



Job Opportunity

State Controller's Office

Position: Office Technician (Typing)

Statewide

Location: Administration and Disbursements Division
3301 C Street, Sacramento, CA 95816

Issue Date: February 1, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Jennifer Hanson, (916) 322-7291

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-140-1139-004

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general supervision provided by an Office Services Supervisor II, the incumbent is responsible for independently evaluating and processing requests for stop payment and duplicate warrants. Provide explanation of rules, regulations, and laws governing reissue procedures to staff from other state agencies and the public. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Evaluate Requests for Duplicate Controller's Warrant/Stop Payment (STD-435), Proof of Lost or Destroyed Payroll Warrant (CD113A and CD113B), and In-Home Supportive Services Request for Void/Stop Payment (IHSS Listings) for discrepancies;
- Using the Bank Reconciliation System: type in warrant data to verify status of warrants; verify warrant information on outstanding warrants and determine if stop payment can be placed; approve duplicate warrants for issuance;
- Using AFS Image Depot Workstation, type in warrant data to retrieve photocopies of paid warrants. Retrieve photocopies of microfilmed paid warrants;
- Independently initiate Return of Replacement Warrant Application correspondence (SCO approved format) to request legal documents from payee to meet duplicate warrant guidelines before duplicate warrants are released;
- Independently initiate Notice of Document Irregularity memorandum (SCO approved format) to request state agencies to furnish clear and accurate information to facilitate the stop payment and duplicate warrant process;
- Type a variety of correspondences requiring the revision of stored warrant material from handwritten information. Format, edit, and update correspondence letters for release of original warrants, Record Center Transfer lists, and other miscellaneous documents, as required;
- Answer telephone, take messages, screen calls, and transfer calls to the appropriate area. Communicate



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



effectively with the public and the staff at other state agencies concerning laws, rules, and regulations governing the re-issuance of lost, stolen, destroyed, or never received warrants;

- Maintain warrant records and prepare statistical reports on in-progress and completed work;
- Assist in other Post Issuance and Claims Processing areas when the workload of the division requires meeting deadlines.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

P. O. Box 942850

Sacramento, CA 94250-5871

Attn: Jennifer Hanson (Post Issuance Unit)